

## **APPENDIX B**

### **HEADS OF TERMS FOR THE PLANNING IMPROVEMENT BOARD**

#### Membership:

- Four Conservative members (including one member as Chair)
- One representative from each of the Recognised Political Groups

#### Advisors and Officers:

- Executive Director for Place & Economy
- Assistant Director for Growth and Regeneration
- Head of Planning and Enforcement
- Chief Internal Auditor
- Senior Planning Lawyer
- Input from the Planning Advisory Service as required
- External subject matter expert from another planning local authority

#### Purpose:

The purpose of the Board is:

1. Ensure a comprehensive Planning Improvement Plan is established to address the issues identified to date following an independent review, as well as further actions that will follow from an internal audit of the planning service and the processing of planning applications.
2. To explore any wider improvements across the Planning service, by engaging with the Planning Advisory Service, to ensure that the team considers how to adopt sector best practice in the way that it operates.
3. To report on progress of the Planning Improvement Plan to Place and Environment Scrutiny, Audit and Governance Committee, Executive and full Council (as appropriate).

#### Format:

Meetings will not be in public, but discussions and actions will be noted, and an Action Plan developed and updated. There will be periodical reporting to the committees as set out above as required.

#### Frequency:

The Board will meet bi-monthly as a minimum or, if the situation demands it, more frequently, in agreement with the Chair.

Quorum:

At least four Members should be present for the proceedings of the meetings to be quorate. No substitute members will be permitted to support continuity and the board working at pace.

Reporting:

A note of each Board meeting will be produced capturing key discussion topics and actions. There will be periodical reporting to the committees as set out above, as required.

Progress on the Action Plan will be presented in public, at regular intervals, at the following meetings:

- Place and Environment Scrutiny committee
- Audit and Governance committee
- Executive
- Council

Review:

The terms of reference will be reviewed after 6 months of the first Boards meeting.